



Application for Special Use Permit (SUP) Guest House & Caretakers Quarters

Planning & Development Department
30360 Cougar Bend, Bulverde, TX 78163
Telephone: 830-438-3612 - Fax: 830-438-4339

www.bulverdetx.gov

Date: _____

Case No. _____

Applicant Information:

Name

Phone

Fax

Address

Email

Property Owner Information:

Name

Phone

Fax

Address

Email

If property owner is not the applicant, a letter of authorization from the owner is required with application submittal.

Property Identification:

Street Address: _____

Legal Description: _____

Existing Zoning: _____

Use Requested: _____

Proposed Living Area of Guest House: _____ square feet

*Existing Living Area of Primary Residence: _____ square feet

**Attach a copy of the improvements section from the Comal County Appraisal District listing for this property.*

Enter your address into the Comal County GIS website: Comal Appraisal District – Official Site

<https://comalad.org/>

**Special Use Permit Review Fee - \$750.00 + \$100.00 per acre of the property,
with a maximum fee of \$3,000.00**

§ 14.01.019 Special Use Permits (Ordinance 785, adopted 12/10/2024)

(b) Any special use permit issued for a guest house or caretaker's quarters must contain the following restrictions on the authorized use:

- (1) No guest house or caretaker's quarters may be constructed in front of the primary residence on a property.*
- (2) Guest houses or caretaker's quarters must utilize the same street access point as the primary residence on the property.*
- (3) No guest house or caretaker's quarters may have a residential floor area of more than 33% of the floor area of the primary residence located on the same property, and in no case shall any guest house or caretaker's quarters exceed 1,000 square feet in residential floor area.*
- (4) No guest house or caretaker's quarters shall have separately metered utility service, provided, however, that separately metered electric service shall be permitted.*
- (5) City council shall have the right to authorize deviations from the restrictions listed in this section, provided that such deviations must be specifically requested in the application for a special use permit for guest house or caretaker's quarters and, if approved, must be incorporated into the ordinance granting the special use permit.*

Any deviation of the rules of this section must be listed on the application. If such items are requested, attach a separate page detailing the deviations to this application.

The Following Must Be Submitted with Application:

1. A written statement describing the purpose and specific conditions of the request.
2. A site plan meeting the following minimum specifications:
 - a. Drawn to scale; indicating applicable buildings with approximate square footages and proposed uses.
 - b. Location and uses of existing buildings within 200 feet (may be shown on separate plan/aerial photograph)
 - c. Existing zoning district classifications within 200 feet (may be shown on separate plan)
 - d. The 100-year floodplain if present on the property

Other items, including, but not limited to architectural renderings, traffic impact studies and noise studies may be requested. In addition, the Planning and Zoning Commission and City Council may request additional information by majority vote to render an informed decision.

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The undersigned agrees to pay the **non-refundable** application fee and any other applicable fees as outlined in the Fee Schedule and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required. The undersigned also acknowledges the City Staff may require additional appropriate information be submitted to aid in the review.

PROPERTY OWNER'S ACKNOWLEDGEMENT

Signature of Owner/Applicant

Date

State of Texas

County of _____

This instrument was acknowledged before me on the _____ day of _____, 20__,

by _____ (name of property owner).

Notary Public's Signature

(Notarial Seal)

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LETTER OF AUTHORIZATION FOR APPLICATION

Planning & Development Department
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www.bulverdetx.gov

This form is only required for property owners allowing another person or entity to submit and amend documentation required by the City on the property owner's behalf.

I, _____, owner of the property, described in this application, authorize _____ (name of authorized person) to apply for a Special Use Permit (SUP) on my/our behalf.

The Authorized Person's information is:

Company: _____

Contact Name: _____

Address: _____

Signature of Owner/Applicant

Date

STATE OF TEXAS

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____, 20__,

by _____ (name of property owner).

Notary Public's Signature

(Notarial Seal)

**Special Use Permit Review Fee - \$750.00 + \$100.00 per acre of the property,
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